

Covid Risk Assessment

Swindon Lightning Cheerleading Club



Organisation/ Company	Swindon Lightning Cheerleading Club
Venue	Unit 41, BSS House, Cheney Manor Industrial Estate, SN2 2PJ
Assessed by	Millie Fannin- Gym Owner, Kirsty Priest- BSS House Manager
Date of assessment	31/08/2020
Review date	Ongoing- to review when legislation updates

Key

Likelihood	Severity
1. Very unlikely	1. Minor first aid
2. Unlikely	2. RIDDOR 3-day
3. Likely	3. RIDDOR Major injury
4. Very likely	4. Death or very serious injury to one person
5. Almost inevitable	5. Death or very serious injury to many persons

P=Probability of an injury, S=Likely severity should an injury occur, R=Risk rating (PxS= R)

Action Level

1- 4 LOW no further controls required

5 -7 MED – justify /review for each event day

8+ HIGH –immediate action/ further controls needed

Potential Hazard/ Risk	Consequence	Who is at risk?	Existing control measures	P	S	R	Further Controls and Actions required	P	S	R
The venue will be inadequately prepared in terms of hygiene before activities return and during activities Staff are unprepared training and	Risk of infection is increased due to unclean surfaces	Athletes, Coaches staff	Deep clean of venue by professional cleaners prior to return / staff to come in and clean equipment, clear and organize all gym areas, disinfect mats under	1	2	2	Clear training / instructions to staff as to their role and responsibility in the preparation and cleaning of the gym and equipment. Additional contracts	1	2	2

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resource wise to undertake cleaning and sanitising of equipment and gym areas (including PPE)	harbouring germs.		instruction Maintenance of a robust daily cleaning schedule including monitoring and cleaning before, during and after sessions. Appropriate cleaning products and PPE purchased (both product type and quantity)				for staff outlining their roles and responsibilities. Purchase cleaning products and PPE			
Access to the venue: The venue won't be able to facilitate social distancing measures for athletes and parents accessing the gym and car parking facilities	Increased risk of infection transmission due to lack of social distancing	Athletes, Coaches, Staff, guardians	Limit the number of participants in each class- 1 person per 100 square foot. Classes are grouped into 'bubbles' which do not change or mix. Parents / Guardians asked not to wait on opposite side of the corridor, 2m apart. Staggered start and finish times to reduce congestion and contact Parents should wait in their cars until the very last minute for drop off and pick up to avoid unnecessary contact Signage will clearly indicate entrances and exits for athletes Social distancing markers on the floor will show where athletes must wait to enter and how to move around the mat Stop all non-essential visitors Reduce the number of people in attendance at the gym Hand sanitiser stations on entry/exit and around the gym Temperature checked before entry Athletes and guardians and staff to wear masks for entry and exit. Staff to wear masks at all times.	1	2	2	Monitor access points. Monitor class sizes and inform athletes of any new class times. All measures are clearly communicated to athletes and parents via regular weekly email reminders, reminders across social media platforms with videos and infographics, signage up outside and inside the gym.	1	2	2

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<p>The venue will be inadequately prepared for social distancing measures</p>	<p>Increased risk of infection due to lack of social distancing</p>	<p>Athletes Staff Coaches</p>	<p>The floor will be sectioned into squares and athletes remain in their square. Coaches remain behind the lines and athletes do not cross this line. Staff to sit upstairs Signage on the floor and walls will indicate the traffic flow for people moving around the gym All coaches and staff to be trained on these procedures before working or helping.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Ensure squares are effective Create additional signage Ensure all measures are clearly communicated to athletes and parents as stated above.</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p>The venue will be inadequately prepared in terms of toilet facilities</p>	<p>Risk of infection is increased due to surfaces harbouring germs. Inability to maintain social distancing measures in the toilet facilities</p>	<p>Athletes Staff Coaches</p>	<p>BSS House to provide more frequent cleaning and block off unnecessary cubicles, signage to say 1 in 1 out. Ask athletes to go to the toilet before they arrive at the gym to minimise the use of the washroom facilities.</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Clear training / instructions to staff as to their role and responsibility in supervising younger athletes when using the toilets Liase with Kirsty at BSS to ensure regular cleaning Create signage to remind parents to use the facilities before training Ensure soap is regularly refilled. Use alcohol - based hand sanitiser if soap and water is not available. Ensure all measures are clearly communicated to athletes and parents as above. Shorter training sessions and therefore no break times.</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p>The activity/class timetable will not allow for safe social distancing between teams entering and exiting the floor / hallways / gym</p>	<p>Increased risk of infection due to lack of social distancing</p>	<p>Athletes Staff Coaches Parents / Guardians</p>	<p>Staggered start and finish times to reduce congestion and contact Reduce the number of classes offered to allow time for required cleaning between classes Classes are in bubbles which do not mix groups</p>	<p>1</p>	<p>2</p>	<p>2</p>	<p>Ensure all measures are clearly communicated to athletes and parents as above.</p>	<p>1</p>	<p>2</p>	<p>2</p>

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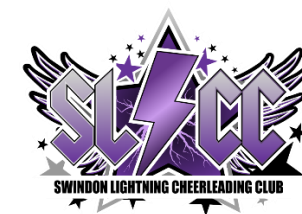
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Staff and coaches will not know how to keep themselves safe from exposure to COVID-19	Staff and coaches increasing their risk of infection, or the spread of an infection to themselves or others	Staff Coaches	Clear training and communication with staff on their roles, protocol and any PPE measures. All coaches and helpers to wear masks at all times, and FULL PPE for first aid. No spotting, handshakes, hi5's or hugs	1	2	2	Regular communication between coaches, helpers and the committee to constantly review and update to ensure best practice. Trial any changes on older/ more experiences athletes first.	1	2	2
Staff and coaches will not know what to do if an athlete or parent presents with Covid-19 symptoms https://www.nhs.uk/conditions/coronavirus-covid-19/	Potential transmission of COVID-19, resulting in people contracting the virus. Heightened risk to the individual if they are not treated in a timely manner	Athletes Staff Coaches Parents	Training to identify signs Flowchart of appropriate action steps (following NHS guidelines) given out as a leaflet to guardians and shared across communication platforms. Training provided for coaches and staff. Example: If an athlete develops a high temperature or a persistent cough while at the gym, they should: - Return home immediately -Avoid touching anything -They must then follow the guidance on self-isolation and not return to the gym until their period of self-isolation has been completed. -All athletes in the same session as that athlete will be asked to return home immediately and self-isolate for 14 days Staff to clean all areas where the athlete has been, following their removal from the gym, wearing PPE and under instruction	2	2	4	Provide training to ensure coaches and staff are confident in identifying symptoms and the protocol for dealing with such a situation. Communicate clearly to athletes and parents that if they show any signs of Covid-19 they are to stay home and isolate for 14 days (as per NHS guidelines)	2	2	4
An athlete or staff member who has been to the gym tests positive for Covid-19	High increased risk of infection to athletes, staff and coaches	Athletes Staff Coaches	Ensure all athletes contact details are up to date for contact tracing via our online system on LoveAdmin, contact all those who had been in the gym with the infected person.	2	2	4	Do not allow anyone to attend without adequate and up to date registrations-external bookings must send an accurate register of attendees.	2	2	4

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			<p>Use the NHS track and trace service to inform them of the incident and provide any relevant details.</p> <p>Make clear to athletes and staff who have been in contact with the affected athlete that they must not attend the gym and isolate for 14 days.</p> <p>Inform welfare of any tests or isolation periods immediately-welfare@swindonlightning.com</p>				Any adults to scan the QR code displayed outside the gym and available on social media			
<p>Athletes will be unclear on how to behave in class, and do not understand or follow the social distancing measures.</p>	<p>Athletes increasing their risk of infection, or the spread of an infection to themselves or others</p>	<p>Athletes Staff Coaches</p>	<p>Squares for individual spaces, do not cross lines for athletes and coaches, masks to be worn in warm up area, staggered break times. Parents of mini team and under to remove shoes before entry and sort shoelaces if they need assistance.</p> <p>No additional items to be brought into the gym.</p> <p>Individual water bottles only Lost property thrown away every night.</p> <p>All attending athletes are sent clear guidance on the measures that will be in place. Instructional videos showing how the space is to be navigated, hygiene measures etc</p> <p>No stunting, pyramids, spotting, handshakes, hi5's or hugs</p> <p>Signage on walls and markers on the floor to indicate instructions athletes should follow</p> <p>Medically vulnerable adults not to coach younger teams.</p>	3	1	3	<p>Create clear communication channels and ensure all attending athletes have received the information before attending</p> <p>Limit the amount of time an athlete can be on site.</p>	3	1	3

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During classes athletes will be unable to maintain social distancing	Athletes increasing their risk of infection, or the spread of an infection to themselves or others	Athletes	Social distancing squares on the floor will show athletes where to be in the gym and where to train on the mat. Coaches and athlete lines not to be crossed. Social distancing rules will be communicated to athletes prior to attending	2	2	4	Monitor and adjust any measures that are not working to make more effective. Ensure signage, maps and clear lines. Communicate social distancing rules with athletes ahead of attendance. Wear masks in warm up area. Limit athlete numbers	2	2	4
During classes coaches will be unable to maintain social distancing	Coaches increasing their risk of infection, or the spread of an infection to themselves or others	Athletes Staff Coaches	Coaches and staff to pre-plan how they will deliver classes in order to maintain social distancing. PPE to be worn for entirety of the session.	1	2	2	Plan effective training and delivery strategies Have spare masks and visors available	1	2	2
The storage of bags, shoes and water bottles etc will increase the risk of infection transmission	Increased risk of spreading infection	Athletes Staff Coaches	Athletes will be asked to bring the minimum required with them and to come dressed for class. Water bottles to be kept on the floor next to the athlete in their designated space / Water bottles to be kept at the front of the mat on designated markers No eating in the gym	1	1	1	Ask athletes to clearly mark water bottles with their name Any warm up clothing to go straight in their own personal storage box. Lost property thrown away every night	1	1	1
An area where an athlete presenting with Covid-19 / confirmed Covid-19 has been requires sanitising	Potential transmission of Covid-19, resulting in people contracting the virus	Athletes Staff Coaches	Area to be evacuated and then either cleaned by staff in appropriate PPE with fog cleaner/ or seek professional cleaners	1	4	4	Daily checking of the government website for updates and directive on any new required or recommended measures	1	4	4
An athlete injures themselves during training, requiring medical assistance	Increased risk of infection, or the spread of an infection between the	Athletes First Aider	First aiders will be equipped with adequate PPE (facemasks, gloves, mouth shield for CPR) If a First Aider feels uncomfortable to approach the injured athlete, the	1	2	2	Ensure all athletes contact details and medical notes are up to date and readily accessible on location	1	2	2

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	athlete and attending first aider		coach must call the parent for collection or in the case of emergency, 999 Coaches have athletes contact details and medical notes readily accessible in the locked filing cabinet to either call parents or assist paramedics with information. If parents do not answer, the coach will travel with the athlete to hospital and remaining staff member to call remaining athletes' parents for collection							
A coach and athlete wish to conduct a 1:1 session, creating associated Safeguarding and Health and Safety	An athlete is placed in a vulnerable position by being alone with a coach/ A coach is placed in a vulnerable position by being alone with an athlete The athlete is injured or becomes unwell and the coach requires assistance	Athlete coach	Lone coaching is not permitted under any circumstance. There must be 2 adults at every session, this can be the coach and the athlete's parent. Socially distanced- coaches cannot spot any skills	1	1	1	No further measures required	1	1	1
Overcrowding of adult classes	Increased risk of infections and not following government guidance	Coaches Adult athletes The Club	Adult fitness sessions will follow the rule of 6, with one coach at 5 athletes. Any adults entering the gym must scan the QR code for track and trace notifications, alongside our own registration processes.	1	2	2	Reduced adult classes Smaller classes Possibly move to online classes	1	1	1